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PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA
DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT
P.N. COMPLEX, GORKHABASTI, AGARTALA.

No.F.4(471)/DSTE/ESTT/DIS/743316-322/2025 Dated, Agartala, the 20th September, 2025.

NOTIFICATION

In exercise of the power conferred by provision to Article-309 of the constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the Post of Lower Division Clerk (LDC), PB-2, Pay Band Scale Rs. 5,700-24,000/- Grade Pay Rs. 2,200/-, Cell-1 of Level-7 of Tripura State Pay Matrix, 2018 in the Department of Science, Technology & Environment, Government of Tripura, Agartala.

1. **Short title commencement-**
   (1) These rules may be called Lower Division Clerk (LDC), of Department of Science, Technology & Environment, Government of Tripura, Recruitment Rules, 2025.

   (2) They shall come into force on and from the date of their publication in the official Gazette.
2. The name of the posts shall be as specified in Column-1 of the Schedule enclosed.
3. **Number, Classification and scale of pay:-**

   The number of the said post, its classification and the scale of pay attached ther to shall be as specified in Rows 2 to 4 of the schedule enclosed at Annexure-I.
4. **Method of recruitment, age limit, qualifications, etc:-**

   The method of recruitment to the said posts, age limits, qualifications and other matters relating to the said post shall be as specified in Rows 5 to 13 of the said Schedule.
5. **Disqualification:- No person-**

   (a) who has entered into or contracted a marriage with a person having spouse living; or

   (b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

   Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.
6. **Power to relax :-** Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing, and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Repeal:-** The Recruitment Rules for the aforementioned post existing in this department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.

8. **Savings :-** Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to the provided for Scheduled Castes, Schedules Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.

9. This notification is issued as per provisions of the (i) G.O. No.04 File No. 20(3)-GA(P&T)/19, dated 7th November, 2020, (ii) No.F.20(1)-GA(P&T)/2018, dated 02.01.2021, (iii) No.F.20(3)-GA(P&T)/19, dated 03.02.2021, (iv) No.F.23(8)-GA(P&T)/2023, dated 07.07.2023 issued by the Government in the GA(P&T) Department.

By order and in the name of the Governor,

Signed by Mahender Singh
Date: 20-09-2025 13:16:46
(Mahender Singh, IFS)
Additional Secretary
to the Govt. of Tripura

Annexure- I

SCHEDULE

<table>
<tr><td>1.</td><td>Name of post</td><td>:-</td><td>Lower Division Clerk (LDC)</td></tr>
<tr><td>2.</td><td>Number of posts</td><td>:-</td><td>13 (Thirteen) Nos. posts plus additional post(s) as and when created</td></tr>
<tr><td>3.</td><td>Classification</td><td>:-</td><td>Group – C (Non-Gazetted)</td></tr>
<tr><td>4.</td><td>Salary of Pay</td><td>:-</td><td><table><tr><th>Pre-revised Scale of Pay</th><th>Corresponding revised Scale of Pay</th></tr><tr><td>PB- 2, Pay Band Scale Rs. 5,700- 24,000/-, Grade Pay Rs. 2,200/-</td><td>Cell- 1 of Level- 7 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services (Revised Pay) (First amendment) Rules, 2018]</td></tr></table>Subject to revision by the Government from time to time.</td></tr>
<tr><td>5.</td><td>Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods</td><td>:-</td><td>(i) 20% By Promotion and 80% by direct Recruitment.
(ii) (a) For direct recruitment selection will be through competitive examinations (Written and Interview followed by type test on computer) to be conducted by the recruitment board.
(b) Interview / viva voice shall be not exceeding 15%of the Total Marks.
(c) Syllabus:- Enclosed at Annexure- II (and as revised by the Government from time to time)</td></tr>
<tr><td>6.</td><td>Age limit for direct recruitment</td><td>:-</td><td>18 to 40 years, Upper age limit is relaxable by 5 years in case of ST/SC/PWDs(PH)/ Government servant candidates.</td></tr>
<tr><td>7.</td><td>Educational and other qualification required for direct recruitment</td><td>:-</td><td>(A)
(i) Madhyamik or equivalent examination passed from any recognized Board/Institution.
(ii) Having Knowledge of operating Computer and proficiency in typing on computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute along with basic Computer Knowledge.
(iii) Prescribed type-test should be conducted on Computer with Keyboard and not in manual type writer machine.
(iv) Type test on Computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type-test on Computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they consolidated pay till such time they qualify and shall not be entitled to any annual increment.
(B) <u>Exemption for persons with Disabilities</u>
Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the state Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type test.
(C) Permanent Resident Certificate of Tripura (PRTC) would be required while applying for jobs by direct recruitment under the State Government, Corporation, Boards, PSUs etc. vide Notification No. F.23(8)-GA(P&T)/2023 dated 7th July, 2023 of GA(P&T) Department.
Desirable Qualification:- Knowledge of Bengali/Kokborok.
Note:-
(i) The Knowledge of Bengali or Kokborok will be the interview/viva-voice shall be given for having such Knowledge or the Administration department may determine the desirable knowledge as qualifying in nature in the written test.
(ii) For technical/highly skilled posts, where the availability of local candidate(s) is not certain, the concerned Administrative Department may dispense with the above desirable qualification.</td></tr>
</table>

8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	: -	Age:- No. Qualification:- Yes. (as per Item No.7 above).
9.	Whether Selection post or Non-Selection post.	: -	For Direct recruitment:- Selection (As per Item No.5(ii) above) For Promotion :- Non-selection.
10.	Period of probation, if any	: -	2(two) years.
11.	In case of recruitment by promotion/transfer on deputation, grades from which promotion/transfer on deputation is to be made.	: -	From the post of Group-D employee having requisite educational and other qualification as prescribed under Item No. 7 above, with at least 5(five) years experiences in this grade. (Helper/Peon/Night Guard/Watch & Ward) in this Department.
12.	If a DPC exists, what is its composition.	: -	Group-C, DPC.
13.	Circumstances in which TPSC is to be consulted while making recruitment.	: -	Not applicable.
14.	Repeal	: -	Existing Recruitment Rules for post of LDC Grade notified vide No.F.4(471)/DSTE/ESTT/Pt-I/2021/4138-62. dated 01/07/2021, and all earlier subsequent amendments in this regard are hereby repealed.

Signed by Mahender Singh
Date: 18-09-2025 15:42:49

(Mahender Singh, IFS)
Additional Secretary
to the Govt. of Tripura

Annexure-II (Syllabus for LDC Grade).

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subject	Syllabus	Full Marks	Time
Paper-I English	Knowledge of English/Bengali. (OMR based MCQ Type)	40	2 (two) hours
	Job Oriented Questions. (OMR based MCQ Type)	30	
Paper-II General Knowledge & Current Affairs	(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii) Elementary Knowledge of Indian History, Indian Geography and Constitution of India. (OMR based MCQ Type)	100	2 (two) hours
Interview	Personal qualities of the candidates e.g. Intellectual ability, Interest in current affairs etc.	30	

(a) Primary Merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for Interview. Number of candidates (category wise) qualified in the Written Examination shall be called for Interview in the following ratio subject to attaining of minimum qualifying marks in the written examination (35% for UR candidates and 30% for reserved candidates).

Number of candidate(s) to be selected	Number of candidates to be called for Interview (Category wise)
01(one)	05(five) candidates. **(1:5)**
02(two)	08(eight) candidates. **(1:4)**
03(three) and above	03(three) times the number of vacancies. **(1:3)**

Note:- Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

(b) Final Merit list will be prepared by adding the marks obtained in the Written examination and Interview. In no case a candidate will be called for Interview unless he/she appears in all papers of the written Exam. If a candidate remains absent in Interview or/ and Type Test his/her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.

Signed by Mahender Singh
Date: 18-09-2025 15:44:30
(Mahender Singh, IFS)
Additional Secretary
to the Govt. of Tripura